

# UPDATE

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## Director's Message

Information regarding the National Security Personnel System (NSPS) has been plentiful over the last several months. Yes, it is still coming! Most recently, litigation resulted with a judge making a determination that NSPS did not afford labor unions the full extent of their rights under the current laws or allow employees full appeal rights when certain actions are proposed or decided. The Department of Defense (DoD) intends to appeal the judge's decision. Meanwhile, the Civilian Human Resources Agency (CHRA) and all of the CPACs transitioned to NSPS on 30 April 2006. It is believed that when NSPS affects all of us the CPACs will have had valuable time to fully understand the new system and be able to provide training based on hands-on experience.

Sandra Kruse, Director  
Civilian Personnel Advisory Center

## CPAC Announcement

**The Civilian Personnel Advisory Center would like to take a moment to remind everyone that appointments with Human Resources Advisors and Assistants are encouraged. This will benefit everyone involved.**

**Human Resources Advisors and Assistants are available for appointments and or phone calls from  
0900 – 1130 & 1230 – 1630  
Monday through Friday**

**Call 596-0927 to set up your appointment today!!**

### *Hours of Operation*

Civilian Personnel (CPAC)  
0900 – 1130 1230 – 1630  
Building 470, Room 2205  
573-596-0927

Non-Appropriated Funds (NAF)  
0900 – 1130 1230 – 1630  
Building 470, Room 2204  
573-596-0283

Missouri Career Center  
0800 – 1630  
Building 470, Room 2203  
573-596-0294

<http://www.wood.army.mil/CPO/Accept1.pdf>

[http://www.wood.army.mil/mwr/nonappropriated\\_fund\\_employment.htm](http://www.wood.army.mil/mwr/nonappropriated_fund_employment.htm)

<http://www.works.state.mo.us/>



## HEALTH CARE PROFESSIONALS

### *Need help with finding a job?*

The Missouri Career Center provides a variety of services related to employment and training.

The Career Center has a "Self-Service" option available to job seekers in their resource center. Job seekers may search for jobs, prepare resumes, take a typing test, complete an aptitude/skills survey or view a variety of printed and on-line job information.

The Career Center also utilizes an automated job match system that is designed to match applicant skills with employer requirements.

The automated system matches an applicant's skills, knowledge, abilities, salary requirement, and location availability to the requirements of the position as determined by the employer.

Resume service is also available. Resumes are stored in a database and are used with the on-line job matching system. A computer software package provides applicants with the option of preparing their own professional resume.

Individuals who have used the Career Center before may remember Missouri Works. As of June 1<sup>st</sup> the State of Missouri switched to using GreatHires.org. If experiencing any problems or any questions don't hesitate to give them a call.

**573-596-0294**  
**Bldg 470, Rm 2203**  
**M-F - 8:00am to 4:30pm**

Resumes are currently being accepted from Health Care Professionals interested in serving as Federal civilian employees at the General Leonard Wood Army Community Hospital (GLWACH) or at one of the Dental Clinics for the following occupations:

- ✦ Physician, GS-602
- ✦ Chiropractor, GS-601
- ✦ Dentist, GS-680
- ✦ Podiatrist, GS-668
- ✦ Optometrist, GS-662
- ✦ Diagnostic Radiologic Technologist, GS-647
- ✦ Audiologist/Speech Pathologist, GS-665
- ✦ Registered Nurse, GS-610
- ✦ Physician Asst., GS-603
- ✦ Pharmacist, GS-660
- ✦ Dental Assistant, GS-681
- ✦ Dental Hygienist, GS-682
- ✦ Dental Laboratory Technician, GS-683
- ✦ Licensed Practical Nurse, GS-620

Provide copies of your **college transcript, license, and resume** to:

Soldier Service Center, Bldg #470  
ATTN: CPAC, Ste #2205  
140 Replacement Avenue  
Fort Leonard Wood, MO 65473

**Or just come on in with your information!**

## *Special Emphasis Program Managers*

### Current Managers:

|                     |  |
|---------------------|--|
| Melvin "Mac" McNair | Equal Employment Opportunity SEP       |
| Deborah Van Heest   | American Indian/Alaskan Native Program |
| Kim Moats           | Asian/Pacific Islander Program         |
| Jocelyn Morris      | Federal Women's Program                |
| Melvin "Mac" McNair | Individuals With Disabilities Program  |
| Clem Perez          | Hispanic Employment Program            |
| James Kennedy       | Black Employment Program               |

# NAF Corner

The US Army NAF Employee Benefits Office is pleased to announce the addition of Life Cycle Funds to the selection of funds available for investment in your 401(k) Savings Plan. Beginning 1 May 2006, the T. Rowe Price Retirement Funds will be added to the 401(k) Savings Plan.

This Life Cycle Fund is designed for people who would prefer to have their investments professionally managed. The T. Rowe Price Retirement Funds offer you a single diversified portfolio that is professionally managed to a specific retirement date. These funds will be created to help you meet your changing financial needs up to and throughout retirement.

For more information on these and other Fidelity Retirement Benefits please call 1-800-835-5093 or go online to Fidelity NetBenefits at [www.401k.com](http://www.401k.com).

Reminder: All NAF employee's MUST be registered with MyPay no later than 30 September 2006. As of 1 October 2006 Payroll will not issue a paper LES. You must have a current address on file with NAF to receive your PIN.

# Tornado Season

## Useful Internet Addresses

As spring arrives and with the warm weather approaching we need to start familiarizing ourselves with the severe weather procedures.

### WEATHER PROCEDURES

Tornado and/or severe weather: Siren Tone –  
Steady tone for three minutes.

Fire Signal: Siren Tone – Alternating high tone,  
low tone, repeated for three minutes.

Attack Warning Signal: Siren Tone – Wavering  
time for three minutes.

Siren Test Tone: Steady Tone for one minute.

All Clear: Three, one minute blasts.

Know the difference between a tornado watch and a warning. A tornado watch indicates that conditions are favorable for a tornado to form. A tornado warning indicates that a tornado has been sighted in the area.

In case of a tornado warning, find shelter immediately. This may be in a basement or an interior ground floor room. Stay away from large open areas and windows. If you are outside, get in a ravine or a ditch and cover your head with your arms. Do not stay in a mobile home or try to outrun or drive away from the tornado in your car.

Design a family tornado plan and designate a safe place for a tornado shelter. Your tornado plan could mean the difference between life and death.

### FLW Job Announcements

<http://www.wood.army.mil/cpo/employ.htm>

### CPOL Vacancy Announcements, Army Resume Builder, and Answer

<https://cpol.army.mil>

### USAjobs

<http://www.usajobs.opm.gov>

Go to Search Jobs

Select State/City

Select Get Results

### CPAC Homepage

<http://www.wood.army.mil/CPO>

### NAF Job Announcements

[http://www.fortleonardwoodmwr.com/nona  
ppropriated\\_fund\\_employment.htm](http://www.fortleonardwoodmwr.com/nona appropriated_fund_employment.htm)

### Army Benefits Center (ABC/Civilian)

<https://www.abc.army.mil>

### TSP

<http://www.TSP.gov>

### Long Term Care

<http://www.ltcfeds.com>

### FEGLI

<http://www.opm.gov/insure/life/>

### MyPay

<http://www.dfas.mil/mypay/>

Income Tax Information is at this website  
W2's on line 6 Jan 05

# Quality Step Increase's for the 3rd QUARTER

GARRISON CMD  
1

3<sup>rd</sup> BRIGADE  
4

DPTM  
1

FUTURE CENTER  
1

MP SCHOOL  
2

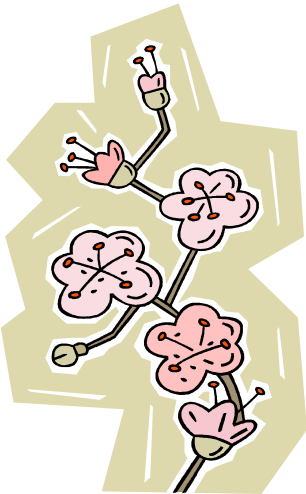
MILPO  
2

DOTLD  
1

# Leave Recipient Program

There are many employees who need your generous donations of annual leave you cannot use before the end of the leave year. Visit [www.wood.army.mil/CPO/leavetra.htm](http://www.wood.army.mil/CPO/leavetra.htm) for general information about the leave transfer program and forms to become a recipient, as well as to become a donor of leave time.

Please call Myra Gonzalez at (573) 563-6196  
for a list of employees that are approved leave recipients:



# Leave and Earning Statements & W-2s

In March 2000, the Defense Finance and Accounting Service implemented myPay, an online service that allows DOD members and retirees to manage their pay in a secure and convenient manner at any time and any location.

MyPay provides benefits to both the employees and the Army. Civilian employees may view 26 pay periods of LESs on-line and have more direct control of their finances and the timing of certain pay actions. Additionally, the reduction of mailed copies will improve the security of employees' financial and personal data. Advantages for the Army include improved customer service and the potential of saving up to \$2 million a year.

To achieve these goals, the Army intends to turn off mailing of all LES's and W-2s, by 1 October 2006. Employees will be required to utilize myPay to receive LESs and W-2s and must obtain customized myPay PINS at <https://mypay.dfas.mil/mypay.aspx>.

To get ahead of the October rush, all employees are encouraged to obtain PINS in the near future.

Bargaining unit negotiations are on-going. Additionally, we are working to ensure all employees have necessary computer access.



# CUSTOMER FEEDBACK FORM

Our goal is to provide TIMELY, ACCURATE and PROFESSIONAL service to all our customers. We need your feedback regarding the kind of service we provide so we can analyze how we are doing. Would you please take the time to complete the following items?

Please identify the type of personnel action we worked on. Thank you for your comments, suggestions and overall evaluation of our service.

- **PRODUCT IDENTIFIER** (type of action): \_\_\_\_\_  
Examples: evaluation of application, referral list, request for personnel action (RPA) number, processing of benefits, pay issues, job description, update of OPF, processing of award, nomination for training, responses to inquiry, etc...

**YES**    **NO**

1. Was this action completed/service provided in an acceptable time frame?    \_\_\_\_\_
2. Do you think the product is accurate and represents good staff work?    \_\_\_\_\_
3. Did you get the kind of information you needed to make informed choices?    \_\_\_\_\_
4. Were our interactions with you courteous?    \_\_\_\_\_
5. Overall, how would you rate the product/service you received?

\_\_\_Excellent                      \_\_\_Good                      \_\_\_Adequate                      \_\_\_Unsatisfactory

- Please provide any comments/suggestions/recommendations you may have for ways that we can improve our service. We are particularly interested in specific feedback on any of the items you may have checked "NO".

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6. If you would like a *personal response* to your suggestion or comments, please provide your name, phone number and electronic mail address.

**Thank you** for taking the time to complete this feedback form. My expectation is that my staff will provide prompt and courteous service to all our customers. The CPAC believes in "People Serving People."

Please mail this form directly to me, send it electronically to [atztcp@wood.army.mil](mailto:atztcp@wood.army.mil), or fax it to 573-596-0289. If you would like to discuss this or any other matter, I can be reached at 573-596-0280 or via email. I look forward to hearing from you.

Director  
Civilian Personnel Advisory Center  
140 Replacement Ave, Ste 2210  
Fort Leonard Wood, MO 65473-8935

# Army Civilian Personnel Professionals - Helping Leaders Meet the Mission

## EDITORIAL POLICY

YOU ARE ENCOURAGED TO SHARE YOUR OPINIONS, IDEAS, AND SUGGESTIONS. ALL CORRESPONDENCE MUST HAVE THE NAME AND LOCATION OF THE ORIGINATOR IN THE EVENT THERE IS A NEED FOR ADDITIONAL INFORMATION. PLEASE FORWARD COMMENTS, SUGGESTIONS, OR NEWS ITEMS FOR PUBLICATION TO THE EDITOR, EMAIL: [atztcp@wood.army.mil](mailto:atztcp@wood.army.mil)



*Even though yellow ribbons and United States Flags have been displayed for a while in support of our troops, continued prayers are offered for these troops and their families. We all wish the best for their safe return home.*